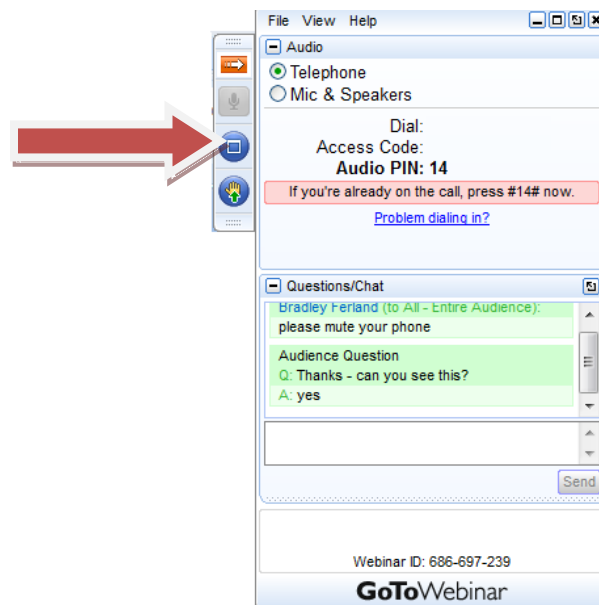
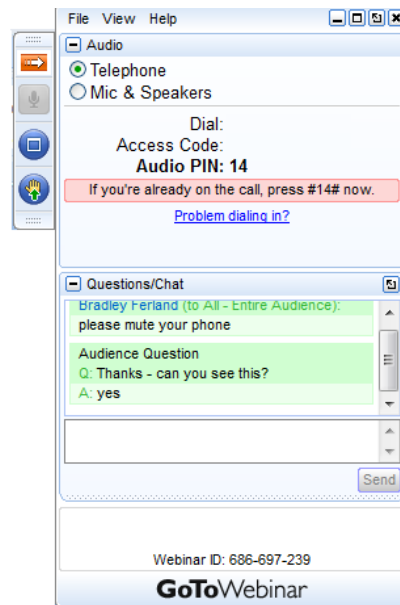


## Attendees - Best Practices for Webinar Use

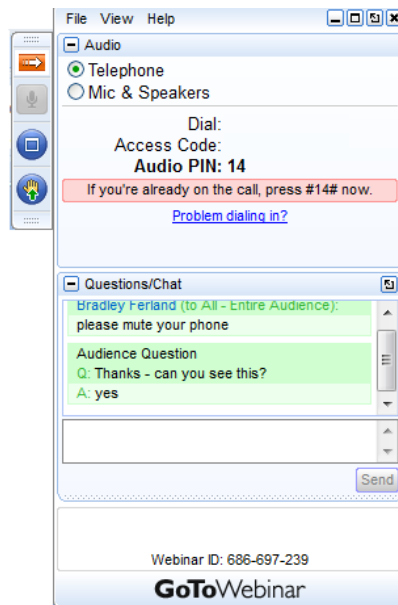
- Register to attend early to secure your spot, space can be limited.
- Save your confirmation email, which provides the link to log-in to the webinar session and gives the system requirements (the minimum level of software you will need on your computer to participate in the webinar).
- If you are joining as an individual (vs. as an office using a conference room) find a space where you can concentrate and communicate without a lot of background noise and remember that regardless of which option you choose if your line is un-muted others on the webinar will most likely hear everything going on in your immediate space (chewing, talking, phones ringing, dogs barking etc.).
- We suggest that webinar participants view the presentation in full screen mode and try to limit any multitasking so they can pay careful attention to the content being covered and requests for their input. To view the presentation in full screen you simply need to select “view in full screen mode.”



- Decide if you want to use the audio through your computer's built in mic and speakers (best to clarify if you even have this equipment- don't assume) or if you'll be dialing in using a phone. If you dial in, your confirmation email provides the call-in number and access code.
  - If you are using your computer's speakers remember that the speed of your Internet connection can impact your audio quality; likewise if you're using a cell phone (vs. a landline) your signal strength can impact your audio quality. If your line is un-muted poor audio quality can impact the experience of other webinar attendees (they'll hear your line's static, crackling etc.).



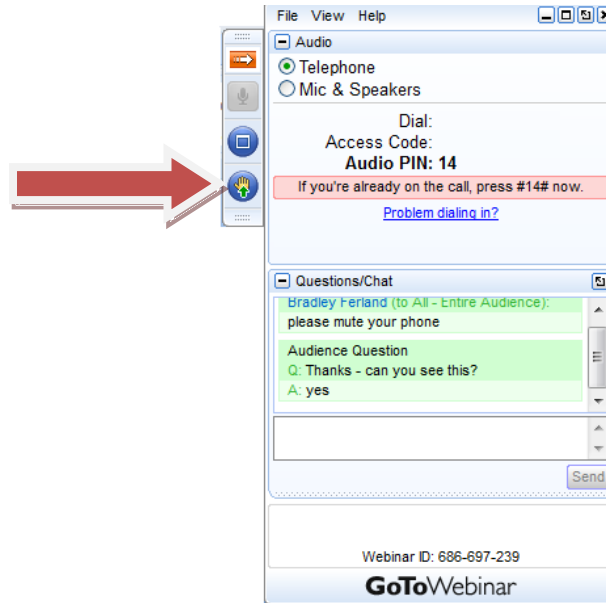
- To make sure all webinar attendees have the best experience possible we mute everyone when we begin our presentation so if you have questions or concerns during the presentation please use the questions box and type your question directly to the organizer(s) but please note that other attendees will also be able to view your questions. We will announce when we un-mute lines for discussion.



- We may ask participants to take polls throughout the webinars and you will see the poll pop-up on your screen. Please select your answer and hit submit.



- We may also ask participants to raise their hands throughout the webinars. You simply need to click once on the “raise hand” button to participate.



- At the conclusion of the webinar we often leave time for questions and discussion; when you are ready to leave the webinar you can select "file" from the upper left corner of your webinar menu and then select "leave webinar" from the drop down menu. You will be asked to confirm that you wish to leave and simply need to hit "yes."

